



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date November 22, 1972		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received DEC 14 1972 Application No. 441 Date Completed DEC 18 1972	
2. Agency Application No. 69		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Consumer Protection - Dairy 19 Hunter St.S.W. Atlanta, Georgia 30334			
4. Person to Contact Gene Dally		5. Working Title Asst Div. Director		6. Tel. No. 656-3625	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1972 to Date		9. Exact Series Title Grade A Dairy Farm Inspection Reports Files			
10. What is the function of the office in which this record series is created? <p>The Dairy Section administers the Grade "A" Milk Law and the Butterfat Law providing for the Permitting and inspection of Dairy Farms, licensing and inspection of Dairy Plants, and Ice Cream Plants. It receives application for the Bonding and Licensing of Milk Testers and Haulers. Issues permits for importing milk and milk products into the State. Requires milk Processors and dealers outside the State to file process of service forms with the Secretary of State prior to doing business in Georgia; Reviews and approves or disapproves labels of all Dairy Products sold in Georgia; and samples all Dairy Products.</p>					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). <p>Documents relating to the results of inspections of Grade A dairy farms.</p> <p>Included are: EH Form 4.1-9 (Dairy Farm Inspection Report) EH Form 5.29 (Bacteriological Examination of Water) and supporting correspondence.</p> <p>The file is arranged alphabetically by county and thereunder alphabetically by dairyman.</p>					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers		4		6	
Legal-size File Drawers					
ANNUAL RATE OF ACCUMULATION		No. of Drawers		Cu. Ft. of Records	
		2		3.5	
FLOOR SPACE OCCUPIED (Square Feet)		In Office(s)		In Storage Area(s)	
AVERAGE DAILY REFERENCES		This Year's		Last Year's	
		3		2	
		Preceding Year's		All Prior Years'	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

- | | YES | NO |
|--|-----|-----|
| 13. Is this the Record Copy of the series? | [x] | [] |
| 14. Is there a duplication of this series in another office or agency? | [] | [x] |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | [] | [x] |
| 16. Does the series contain classified information requiring security handling? | [] | [x] |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | [] | [x] |
| 18. Could the function be performed if the files were lost or destroyed? | [x] | [] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | [] | [x] |
| 20. Does the record series provide data as input to an EDP file? | [] | [x] |
| 21. Does the record series contain documentation produced as EDP printout? | [] | [x] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | [] | [x] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?
<div style="text-align: center;">As long as Dairyman is in business to establish history of facilities.</div> | [x] | [] |

24. **REQUIREMENTS.** The following requires the files to be kept Indefinite years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [x] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

As long as Dairyman is in business to establish history of facilities.

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [x] OTHER See Below, then:

- [] Hold in the current files area _____ month(s)/_____ year(s):
 [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
 [] Destroy.
 [] Transfer to State Archives for permanent retention.
 [] Destroy immediately after cut-off.
 [] Other: (Specify)

Folders
 Hold files in active files ~~area~~ until dairyman goes out of business; then, withdraw from the active files and place in the inactive files. Cut off the inactive files at the end of each calendar year; hold in current files area 1 year; then, destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
	11-22-72 =		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [] Approved [] Disapproved		11-22-72
	State Auditor/Designee [x] Approved [] Disapproved		12-14-72
	Secretary of State/Designee [x] Approved [] Disapproved		12-13-72
	Attorney General/Designee [x] Approved [] Disapproved		12-15-72

STATE RECORDS
COMMITTEE